

BASE BULLETIN
VANDENBERG AFB CA 93437-0759

14 March 2001

No.11

The Base Bulletin is published each Wednesday (except holidays). Send proposed bulletin items (via email to <mailto:publishing.management.dci@vandenberg.af.mil> or to Publishing Management DCI on the Global, or via fax to DSN 276-6614 or 805-606-6614) to arrive at DCI/SCSP by noon Friday, the week before you want your item to appear. Submit your items typed or printed on 30 SW Form 8, Official Bulletin Notice. Be sure to include your name, office symbol, and office phone number. Remember to include your home phone number for personal items. Limit official items to four lines, unofficial to 2-3 lines and personal items to one line. Your items will run for two consecutive weeks, and may be resubmitted one week after the last date it was published. Bulletins are valid for 90 days unless rescinded or superseded. Note: If an article requires a 30 SW Form 400, this form must be submitted with the article, or it will not be published.

SECTION I - ADMINISTRATIVE DUTIES

Duty Chaplain: Duty phone, 6-5773. After hours, 6-9961
Safety Hazard? Dial 5-SAFE (If off base, dial 605-SAFE)

SECTION II – OFFICIAL

1. 30th Communications Squadron:

a. Emission Security (EMSEC): EMSEC is a base-level program requiring compliance with equipment and system installation standards as outlined in AFSSM 7011, Emission Security Countermeasures Reviews. This applies only to classified computers, systems, or facilities. For information on what the VAFB EMSEC program has to offer, check out our public folders at this Microsoft Outlook public folder address: outlook:\\Public Folders\\All Public Folders\\VANDENBERG\\Vandenberg Information Assurance Programs. (30CS/SCBI, 5-3252)

b. New Publication: The following publication has been posted to the VEPDL: 30 SWI 23-226, Mobility Bag Management, <http://vepdl.vandenberg.af.mil/30swpubs/30swi/30SWI23-226/30swi23-226.pdf>. (30CS/SCSP,6-7892)

2. Traffic Management Office:

a. Separating, Retiring or PCSing? PLAN AHEAD! Within 30 days of receipt of orders, stop by TMO, Bldg 11777, Rm C-103 to schedule an appointment for your household goods pick up dates. Remember, the earlier you meet with us, the greater your chances of moving on the date you initially select. As always, we will work with you to the greatest extent possible. POC: TSgt Dobbs, ext 6-0904 (30 TRANS/LGTTH)

b. Approval for On-Base Commercial Carrier Accounts and Pick Up Points: Attention all DoD organizations on Vandenberg AFB: Under the provisions of AFI 24-201, paragraph 2.1., the Traffic Management Office (TMO) must approve all on-base commercial carrier accounts and pick up points. To assist us in ensuring we are complying with AFI 24-201, we request all organizations with a commercial carrier (Federal Express, United Parcel, etc.) contact TMO. POC: MSgt Hawley, ext 6-3381 (30 TRANS/LGTTF)

3. Air Force ROTC Announces One-Year Commissioning Program: Becoming an officer in the Air Force has never been a sure thing, but this is the closest it's ever been. Because of a great need for officers in Fiscal Year 2002 (FY02), Air Force ROTC (AFROTC) has recently announced a program that will allow enlisted individuals and civilians who either have their bachelor's degree or are within a year of completing their bachelors to become Air Force Officers in 1-year. Selected airmen will be discharged from active duty, enlist in AFROTC within 24 hours of discharge, and become a full-time college student. All 1-year students must commission in FY02. You may be able to do this while enrolled in your on-base college or university. The program is open to AF active duty enlisted personnel and civilians who can complete an undergraduate degree and AFROTC classes within one year of entry into AFROTC or who already possess an undergraduate degree and want to pursue

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graduate study. You can find all the details regarding the program by coming to informational sessions on 14 Mar 01 at 1000 and 1400 in Bldg. 16130, please contact Mr. Jim Billings at the Base Education Office (5-5903) to reserve a seat. (30MSS/DPHE, 5-5903)

4. Air Force Reserve/Guard Information - Missouri Air National Guard Openings: We are looking for Pilots, Navigators, Command and Control Specialists, Intelligence Professionals, and Communication-Computer Specialists from all services. You too, can be a part of this exciting new mission for the 157th Air Operations Group, and travel the Pacific. Call now to find out how to apply for Palace Chase/Front and about our new State Tuition program. Call our recruiters today for more information on these officer and enlisted positions, DSN 490-8613 or COMM (314) 260-8613. (157AOG)

OFFICIAL

STEPHEN L. LANNING
Colonel, USAF
Commander

SUSANNE BRIXLER-STAAB
Chief, Publishing Management

SECTION III – UNOFFICIAL

Base Wide Blood Drive: Wednesday, 21 Mar 01, 0830 to 1330 at the Services Center (Tours and Ticket Office). This event is open to everyone. All donors will receive free donuts, cookies, coffee and juices as long as the goodies last. Tri-County Blood Bank personnel will be on hand to conduct the drive. Our goal is 100 pints. For more information, contact MSgt Sirois, 6-9701. Please donate and save a life! (576 FLTS, 6-9701)

Amateur Radio License Testing: 21 Apr 01, 1000. The Satellite Amateur Radio Club of Vandenberg AFB is pleased to announce that a VE Session will occur on Saturday, April 21st, at 10:00 AM, to administer tests for all classes of Amateur Radio licenses. Testing will be held at the Cook Street Facility in Santa Maria, at the southwest corner of Pine and Cook Streets. For more information, contact Dick Davidson, W6JX, at 349-8155, or Roy Ellis, W6QJ, at 736-0833. To learn more about the Satellite Amateur Radio Club, call Eric Lemmon, WB6FLY, at 733-4416. (Boeing, 6-6340)

Community Support Center: Pre-Register for all Classes, Workshops and Seminars. (30MSS/DPF)

a. General Henry H. Arnold Education Grant Program: The Air Force Aid Society, recognizing that higher education costs are rising while more restrictive needs tests are limiting access to loan programs, added a grant program to their list of education financing alternatives. This program provides \$1500 grants to selected sons and daughters of active duty, retired or deceased Air Force members, spouses of active duty members stationed stateside, widows of deceased members, retired AGR Reservists whether or not they are receiving retired pay, Title 10m AGR/Reservists on extended active duty and Title 32 AGR performing full-time duties, for their undergraduate studies. This year the Society hopes to award 5,000 grants. But you've got to **apply before 16 Mar 01** to be considered. Visit your AFAS Section for an application today, or on the web at <http://www.afas.org/Afasedu.htm>, for an application. For more information, call 5-8551.

b. Resume Writing: 14 Mar 01, 0900-1130. Learn how to write a winning resume or update an old one. Learn current formats/styles, hot effective words and power statements to include in your winning resume! To register call Tinisha Agramonte at 5-8557.

c. Developing a Spending Plan that Works: 15 Mar 01 and 19 Apr 01, 1000-1200. This is a two-part series that presents information on developing a plan for spending and saving money. Take a look

at spending habits, understanding and clarifying **needs** from **wants**, and how to have balance in your spending.

d. Manage Your Move: 15 Mar 01, 1300-1530. For adults on the move, includes briefings from Finance, TMO, Housing, Legal Office, and tips from TRICARE. Have your questions ready and plan to attend within 120-90 days prior to departure. Spouses are encouraged to attend. Call 6-0801 to register.

e. Beginners Strength Training Class: 15 Mar 01, 1400-1500. Every third Thursday at the base gym, meet at the front desk. Let exercise physiologist Tyson Grier, show you how to build strength. Call 6-2221 to register.

f. Retiree Events: Monthly meetings are held the third Thursday of every month at 1300. On 15 Mar 01, 1300, the guest speaker will be Col Al Newton, 30th Medical Group Commander, Lt Col Scott Dawson, and Pauline Triebenbacher, Tricare Rep, Region 9. For more information and to RSVP, call the Retiree Center at 606-5474.

g. Stitch in Time: 16 Mar 01, 1600 at Chapel 1 Annex. The Protestant and Catholic Women of the Chapel are sponsoring a stitch-in-time for airmen E-4 and below to sew on stripes, badges, name tapes, etc at no cost to you. Enjoy pizza and play games while you wait.

h. Newcomer Spouse Orientation: 19 Mar 01, 745-1230 for a full morning of the Base Newcomer Orientation at the Pacific Coast Club or opt to arrive at 0950 to attend the Community Fair followed by the Spouse Group at 1100. Children are welcome to the Fair and Spouse Group – toys are provided. Meet other newcomers and learn about services and things to do on and off VAFB. Registration is not necessary, but call 6-0801 for more information.

i. Sponsorship Training: 19 Mar 01, 1500-1600. Hear about the changes in the program and learn sponsor responsibilities, relocation resources, and tips to assist newcomers. Also offered as a tutorial on the "Intranet" or website <https://intranet.vandenberg.af.mil/sponsor/index.htm>. To sign up call 6-0801.

j. Cholesterol Education Classes: 19 Mar 01, 1300-1600, in the Commander's Conference Room at the base clinic. Is your cholesterol level high? Do you know what your risk factors are? Do you know how to lower your cholesterol? Learn about lifestyle changes, exercise, and medications by attending this class offered by the Cholesterol Management Team at the 30th Medical Group. To register, call Denise Pucey, RN, at 6-7291.

k. VA Home Loan Class: 20 Mar 01, 1330-1530. One of the major Veterans' benefits is the VA Home Loan Guarantee. VA home loan guaranties are made to service members, retirees, reservists, and unremarried surviving spouses for the purchase of homes, townhouses, condominiums, mobile homes and for refinancing of loans. Learn how to shop around and apply for this special home loan program. Gain understanding of basic terminology, learn processing procedures, as well as some of the pitfalls. For more information call 6-4491.

l. Advanced Stocks Workshop: 20 & 21 Mar 01 1130-1300. Learn what drives the stock market, different types of common stock, how to evaluate a company, and how stocks fit into your investment portfolio needs. To register call 6-4491.

m. Job Opportunity Information Expo: 21 Mar 1000-1030. Come to find out information on local job employment opportunities and sources. Find out who's hiring and who's not. Find out how to add your resume to the AF and local websites.

n. WIC Office Comes To You: 22 Mar 01. A satellite office of the Women, Infants, & Children (WIC) Program is at the Family Support Center the 4th Thursday of each month from 0800-1700 for Vandenberg personnel who meet program requirements. WIC is a nutrition education program, and provides supplemental food to promote good health for pregnant, breastfeeding, and postpartum women, infants and children up to age five. For more information contact Teresa Orozco at 6-4636, or call the Lompoc WIC office at 737-6470 for an appointment.

o. Kids on the Move: 23 Mar, 01, 1500-1630. A video, "Let's Get a Move On", forms the core for discussion and activities for children ages 6-11 arriving or departing VAFB in the next 3 months. Each child will receive an individual package.

p. Family Life Seminar: 23 & 24 Mar 01. Put a spark back into (or help keep it in) your marriage. Join as Jim and Judy Burrows and Andy Meeko from Family Life Conference give keys to revitalizing marriage. **RSVP now.** POC: Ch Toguchi or the Base Chapel at 6-5773.

q. Single Parents Support Group: 27 Mar 01, 1100-1230 at the Pacific Coast Club. This is an informal group for individuals who are dealing with divorce and single parenting. Pre-Registration not required. For more information, call 6-9958.

r. Interviewing and Dress for Success: 28 Mar 01, 0900. Make a statement, and get the job! Learn what to wear and what “not” to wear. Learn tips to dress for your interview and workplace. To sign up, call 5-8557.

30th Services Squadron (30 SVS/SVK, 6-0276)

a. Pacific Coast Club (For details on any club functions please call 734-4375 or 734-4376).

Entertainment

- Every Friday **Members Only Social Hour.** 1700. Complimentary snacks.
- Every Friday **Club Card Drawing.** 1800. \$300 pot every Friday, must be present to win. If no one wins, we add \$25 to the pot each week until there is a winner.
- 17 Mar 01, 2100-0400. **All Nighter** in the Hawk's Nest Green Beer Special for St. Patrick's Day.

Menu

- **Lunchtime Potato Bar:** The club now has a lunchtime potato bar available Mon-Fri. Baked Potato with unlimited toppings and a small salad just \$3.95.
- **Lunch Time Buffet:** Monday – Italian, Tuesday – Mexican, Wednesday – Santa Maria BBQ, Thursday – Chicken & Ribs, Friday – Seafood.
- Tuesday and Thursday Dining menu, 1800-2000.
 - 15 Mar 01. **Fried Chicken Buffet.** All you care to eat for \$7.95.
 - 20 Mar 01. **Monterey Chicken** Dinner, \$9.95 or **Blackened Salmon** Dinner, \$11.95.
- **Foggio's:** Now call and order ahead at 5-7800.
 - **Expanded Menu:** Now, all your lunch favorite lunch items can be ordered at night.
 - **March Special:** Sunday Only. Purchase a two-topping pizza and get a free family order of salad and bread sticks.
 - **Foggio's is now open on Sundays,** 1500-2000, with an express menu, Pizzas, dinner salads, grinders and bread sticks only.
 - New in March, **New "Small" Pizza** Size. Cheese starting at \$5.25. Just right for an individual meal. Also new toppings, Sun-Dried Tomatoes and Shrimp.

b. Fitness Center: (30SVS/SVMP, 6-3832)

- **Ongoing Classes:** The Fitness Center has classes in Karate, Aerobics, Yoga and more. Stop by the Fitness center for the current schedule. For more information, call 736-6213.
- **Biathlon:** 24 Mar 01, 0900. 5K Run and 15K Bike Ride. Start training today.
- **Track Closed:** Due to delays from the recent rains, the resurfacing project is still underway. Please refrain from using the Base running track until the repair work is complete. Contact the Fitness Center with any questions.

c. Family Aquatics Center: (30SVS/SVRO, 6-3581)

- **Pool Closure:** The Base Pool is closed for the renovation of the deck and pool liner. The re-opening date is tentatively set for 7 May 01. We apologize for any inconvenience.
- **Help Wanted:** Are you looking for an exciting summer job as a lifeguard or swim instructor? The VAFB Family Aquatics Center is seeking qualified, responsible and motivated individuals to join our summer staff. If you are interested, please call Jennifer at 606-3581.

d. Bowling Center: (30SVS/SVK, 6-3209)

- **Upcoming Tournament:** 17-18 Mar 01. The Northern Santa Barbara County Bowling Association will be hosting their annual tournament at Ocean Lanes in Lompoc. Entries are available at the Vandenberg Bowling Center.
- **Thunder Alley/Rock 300:** Thursday, 1800-2100, Family Night. Friday, 2200-0100, Thunder Alley/Rock 300. Saturday, 2100-2400, Thunder Alley/Rock 300.
- **Eat And Bowl:** Bowl three games, plus get a hamburger, fries and large drink for just \$6.50.

e. Services Center: (30SVS/SVYR, 5-8974)

- **New Natural Knead Massage Therapy:** Located in the Services Center. Gift certificates and evening appointments are available. Credit Cards accepted. For an appointment call 5-4748.
- **Country Line Dancing:** Ongoing FREE dance lessons at the Service Center. Wednesday, 1830-2100.
- **Used Car Lot:** Starting 19 Mar 01, registration for the Used Vehicle Lot will be taken care of at the new Auto Hobby shop instead of the Services Center.
- **ITT Trips:**

- 29 Mar 01. **"King of Queens"** TV taping. Cost is \$25, including transportation, leaving at 0930.
- 12 Apr 01. **"Price is Right"** TV taping. Cost is \$40, including transportation. Leave VAFB at 0600. Must be 18 or older to participate.
- f. **Youth Center:** (30SVS/SVYY, 6-2152)
 - **Give Parents A Break:** The Vandenberg Youth Center is offering this new program to assist military families. Under the "Give Parents a Break" program the Youth Center's School Age Program would be made available a few times a month to referred families with all costs covered by the Air Force Aid Society (AFAS). For more information contact the Youth Center at 6-2152.
- g. **Marshallia Ranch Golf Course:** (30SVS/SVRG, 6-6262)
 - 19-23 Mar 01. The greens, tees and fairways will be aerified, seeded, and top-dressed.
 - 15 Mar 01. **Col Lamb** Shotgun Tournament.
 - 17 Mar 01. **Men's Club** Tournament.
 - 18 Mar 01. **Scotch Foursome** Tournament.
 - 18 Mar 01. **Bureau of Prisons** Tournament.
 - **Ladies Priority:** Every Wednesday 0830-0900.
 - **Tuesday Special:** All active duty Green Fees half price, with carts available at 9-hole rate.
 - **Wednesday Special:** All carts can be rented for a 9-hole rate, and range balls are half off.
 - **Thursday Special:** All retired military get carts for the 9-hole rate.
 - **Friday Special:** All contractor and guest green fees are \$10 off every Friday.
- h. **Rod & Gun Club:** (30 SVS/SVRO, 6-4560)
 - **Skeet Shoot:** 17-18 Mar 01, 0800. Registered NSAA and CSAA skeet shoot.
 - **Archery 3-D Shoot:** 24 Mar 01. Registration opens at 0700. Shoot starts at 0900. Fees: Single \$10, Couple \$15, Family \$20, Youth \$5. Show your current Rod & Gun Club Card and get a \$5 discount.
 - **Open Skeet:** Open skeet and trap shooting every Wed, Fri, Sat and Sun at 0830, except for special events.
 - **Five Stand Sporting Clays:** 2nd and 4th Tuesday each month.
- i. **Outdoor Recreation:** (30SVS/SVRO, 6-0960)
 - **Rafting Volunteers:** The VAFB Rafting Team is seeking volunteers for their White Water Guide School. Anyone interested may contact Outdoor Rec at 6-5908.
 - **Camping Trip:** 23-25 Mar 01. Meet at Pine Canyon Campgrounds Friday evening or Saturday morning. Camping equipment is available through Equipment Checkout. Cost is \$10 per family. Signup through Outdoor Rec by 16 Mar 01. Contact Michael Renner at 6-5908 for more information.
- j. **Human Resources:** (6-8906)
 - **Jobs Available:** The Human Resources Office has jobs available for off-duty military, family members and civilians. For a list of current positions call the job information line, 6-8743 or stop by Bldg 11777, Room B-109 for an application.

Education Services & Human Resources Flight: (30MSS/DPHS, 5-5902)

- a. **Allan Hancock Registration:** Register now—beat the crowds. Walk-through registration will be held on 20 & 21 Mar 01 from 1200-1900 with late registration 26-28 Mar 01 1200-1900. Classes begin on 26 Mar 01. If you have any questions please call 734-3500 or 5-5915.
- b. **Tuition Assistance:** Tuition Assistance currently will remain at 75%. Congress has authorized the Dept of Defense to give 100%. Air Force supports paying 100%, but currently funding has not been secured. Once funding is received, the effective date of the new Tuition Assistance rates will be the date of the implementation, not a date in the past. The maximum tuition an individual can receive still remains at \$3,500 per year. Those who have the Montgomery GI Bill can now use it to pay for the other 25% that tuition assistance does not pay. More information on this can be found in a pamphlet at the Education Office, 5-5900.
- c. **CLEP English with essay testing:** The Base Education Office will administer the College Level Examination Program (CLEP) English with Essay test on Friday, 13 Apr 2001 at 1300. This test is open to military only. To register, please call the Education Office at 605-5900 or stop by the Education Office in Bldg 14001.

d. Cal Poly VAFB M.S. program Spring 01 course announcement: The Aerospace Engineering Department at Cal Poly will offer the following courses Spring 01 to students at Vandenberg AFB. To learn more see <https://intranet.vandenberg.af.mil/30sg/30mss/mssed/index.html>.

- **Aero 435-80 - Finite Element Analysis** (4) TTh 1710-1830 lecture VAFB, lab arrangement, TBA. Call #: 15684. Instructors: Dr. Faysal Kolkailah (lec), and Dr. Eltahry Elghandour (lab) e-mail: fkolkail@calpoly.edu.
- **Aero 521-80 - Missile and Launch Vehicle Aerodynamics** (4) MW 1710-1900 lecture. Call #: 15686. Instructor: Dr. Russ Cummings e-mail: rcumming@calpoly.edu.
- **Aero 500 - Individual Study** contact jtso@calpoly.edu, Instructor: faculty advisor.
- **Aero 599 - Design Project/Thesis** contact jtso@calpoly.edu, Instructor: thesis advisor.

The lecture class will begin 2 Apr 01 (Bldg. 14005, Rm. B-2), and end 15 Jun 01.

Admission And Registration: For new students, go to www.ess.calpoly.edu/~admiss/ to apply for program admission. For students accepted by the program, connect to www.power.calpoly.edu, for web registration. Late registration is from 8 Mar 01 to 16 Apr 01. Admission and registration fees must be paid before registration. Please contact Vera Gee at vgee@calpoly.edu, for admission questions, and Rachel Mendoza at mendoza@calpoly.edu, for tuition and fee questions.

General Advising: Contact Mr. Jim Billings, Base Education Counselor, at 5-5903 or via e-mail to Jim.Billings@vandenberg.af.mil with any further questions. You can also contact Dr. Jin Tso, Chair of the Aero Department at 756-1391 or via e-mail to jtso@calpoly.edu.

e. New Web Site: The 30 MSS Education Services Flight has launched a new web site on the Vandenberg Intranet. This site will provide information on a variety of issue. The address is <https://intranet.vandenberg.af.mil/30sg/30mss/mssed/index.html>. For feedback on items you may like to see please contact us at Jim.Billings@Vandenberg.af.mil.

Personal Computer Training Class Schedule: (30CS/MCA, 6-3771)

Starting in April, our class times will change to 0800 to 1100 and 1300 to 1600.

We will be offering Office 2000 classes starting in April. We will also be offering a DMS Only class, where we will go a lot more in depth about how to use all the options and features of DMS.

Lunch and Learn: Bring your lunch and learn. We will be focusing in on different features from different programs, i.e.:

Pivot Tables; Sorting and Filtering in Excel,

Relationships, Combo Boxes and Queries from Access;

Animation; Special Effects from PowerPoint

Mail Merge; Styles from Word;

Resources; Tasks from Project

Word - Master and Sub Documents

Please email your suggestions for lunch and learn, and you should soon see them on the list of classes.

Listed below is a current 30 SW personal computer systems training schedule. Classes are open to active duty military and DOD employees only. Walk-ins are welcome on a space available basis. To register, or for additional information, contact Ms. Lexi Schwartz via base email. If you do not receive a confirmation of your registration within two days, please contact us to see if we did receive it. For questions only, not reservations, you can call 6-3771. You will probably reach an answering machine, so please leave a message and we will call you back. The classes do not require knowledge of the individual programs but a working knowledge of Windows is required. We recommend taking the classes in the following order: Word, Excel, PowerPoint, and Access.

Computer Based Training (CBT) Facility

In addition to the existing traditional demonstration/lecture courses offered at the computer training facility located within Bldg. 9360, MCA Engineers, Inc. also reserves specific 4 hour blocks of time for those students interested in completing Computer Based Training (CBT) courseware. This provides an alternate method for those military or DOD civilians who are unable to satisfactorily complete CBT's at their Personal Computer in their regular work environment.

Instructor Led Classes

Dates	Class Name	Instructor:	Time	Open Slots	Wait List
March 2001					
3/13	Intro to Computers	Jim Wooding	12:30-16:00	11	0
3/14	Palm PDA - Beginning	Lexi Schwartz	12:30-16:00	1	0
3/15	Outlook Email Only	Jim Wooding	12:30-16:00	1	4
3/16	Outlook Email Only	Jim Wooding	08:00-11:30	12	0

Base Bulletin**14 March 2001****7**

3/16	Palm PDA Day Planning	Lexi Schwartz	12:30-16:00	11	0
3/19	Outlook Email Only	Lexi Schwartz	08:00-11:30	3	0
3/19-21	Excel 97	Jim Wooding	08:00-11:30	0	6
3/19-23	Access 97	Lexi Schwartz	12:30-16:00	0	5
3/20	Outlook Email Only	Lexi Schwartz	08:00-11:30	6	0
3/22	Outlook Email Only	Jim Wooding	08:00-11:30	7	0
3/23	Excel 97 Advanced	Jim Wooding	08:00-11:30	9	0
3/26	Outlook Email Only	Jim Wooding	08:00-11:30	6	0
3/26-30	Access 97 Advanced	Lexi Schwartz	08:00-11:30	10	0
3/27	Outlook Email Only	Jim Wooding	12:30-16:00	14	0
3/28-30	Word 97	Jim Wooding	12:30-16:00	1	0

April 2001

4/2-6	PowerPoint 97	Jim Wooding	08:00-11:00	11	0
4/2-4	Excel 2000	Lexi Schwartz	13:00-16:00	11	0
4/5	Palm PDA Day Planning	Lexi Schwartz	13:00-16:00	13	0
4/6	Intro to Computers	Jim Wooding	13:00-16:00	14	0
4/9-13	Access 2000 Basic	Lexi Schwartz	08:00-11:00	6	0
4/9-13	PowerPoint 2000	Jim Wooding	13:00-16:00	11	0
4/13	Outlook 98 Email Only	Lexi Schwartz	13:00-16:00	12	0
4/18-20	Excel 97	Jim Wooding	08:00-11:00	12	0
4/18-20	Word 2000	Lexi Schwartz	13:00-16:00	12	0
4/23-25	Word 97	Jim Wooding	08:00-11:00	14	0
4/23-27	Access 97	Lexi Schwartz	13:00-16:00	10	0
4/26	Defense Message System	Jim Wooding	08:00-11:00	10	0
4/27	Outlook 98 Email Only	Jim Wooding	08:00-11:00	13	0
4/30-3	Excel 2000	Jim Wooding	08:00-11:00	13	0
4/30-4	Access 2000 Intermediate	Lexi Schwartz	13:00-16:00	11	0

May 2001

5/3	Outlook 98 Email Only	Lexi Schwartz	08:00-11:00	14	0
5/4	Excel 97 Advanced	Jim Wooding	08:00-11:00	14	0
5/7-11	PowerPoint 2000	Jim Wooding	08:00-11:00	14	0
5/7-10	Project 98	Lexi Schwartz	13:00-16:00	14	0
5/11	Outlook 98 Email Only	Lexi Schwartz	13:00-16:00	14	0
5/14	Palm PDA - Beginning	Lexi Schwartz	08:00-11:00	14	0
5/14-16	Outlook	Jim Wooding	13:00-16:00	13	0
5/14-18	Access 97	Lexi Schwartz	13:00-16:00	14	0
5/15-17	Excel 97	Jim Wooding	08:00-11:00	14	0
5/18	Outlook 98 Email Only	Jim Wooding	08:00-11:00	13	0
5/21-25	Access Lab	Lexi Schwartz	08:00-11:00	13	0
5/21	Outlook 98 Email Only	Jim Wooding	13:00-16:00	14	0
5/22-24	Excel 2000	Jim Wooding	13:00-16:00	13	0
5/25	Outlook 98 Email Only	Jim Wooding	13:00-16:00	14	0
5/29-31	Word 97	Lexi Schwartz	08:00-11:00	14	0
5/29-31	Outlook	Jim Wooding	13:00-16:00	13	0

Lunch and Learn**April 2001**

4/2	Outlook - Delegating & Out of Office Assistant	Various	11:30-12:30	13	0
4/4	Word - Mail Merge	Various	11:30-12:30	11	0
4/6	Office -- Routing Documents	Various	11:30-12:30	13	0
4/9	Excel 97 - Pivot Tables	Various	11:30-12:30	9	0
4/11	Excel - Filtering, Sorting & Subtotals	Various	11:30-12:30	9	0
4/13	Word - Tables	Various	11:30-12:30	12	0
4/18	Word - Forms	Various	11:30-12:30	10	0
4/20	Excel - Formatting & Conditional Formatting	Various	11:30-12:30	10	0

8	14 March 2001			Base Bulletin	
4/23	Outlook - Calendaring & Meeting Planner	Various	11:30-12:30	12	0
4/25	PowerPoint - Inserting Sound and Movies	Various	11:30-12:30	11	0
4/27	Office - Object Linking Embedding	Various	11:30-12:30	14	0
4/30	Excel 2000 - Pivot	Various	11:30-12:30	13	0
May 2001					
5/2	Windows - Tips and Tricks	Various	11:30-12:30	12	0
5/4	Office - Drawing	Various	11:30-12:30	13	0
5/7	Outlook - Delegating & Out of Office	Various	11:30-12:30	14	0
0	Assistant				
5/9	Excel - Workbook Sharing	Various	11:30-12:30	13	0
5/11	Word - Columns	Various	11:30-12:30	13	0
5/14	Office - Customizing Toolbars	Various	11:30-12:30	13	0
5/16	Word - Dealing with Graphics	Various	11:30-12:30	13	0
5/18	PowerPoint - Custom Animation	Various	11:30-12:30	12	0
5/21	Internet Explorer - Tips & Tricks	Various	11:30-12:30	11	0
5/23	Excel - Macros	Various	11:30-12:30	10	0
5/25	Word - Master and Sub Documents	Various	11:30-12:30	11	0
5/30	Excel - Headers and Footers	Various	11:30-12:30	11	0
Security					
March 2001					
3/14	Certification & Accreditation	Dianne Raynor	08:00-11:30	6	0
April 2001					
4/11	UCM Training	Dianne Raynor	08:00-11:30	18	0
May 2001					
5/9	SATE Managers	Dianne Raynor	08:00-11:30	23	0
5/23	EMSEC Training	Dianne Raynor	08:00-11:30	24	0